

San Francisco Public Health Emergency Leave (PHEL)

Time Off: Time Off Requests

Employee

SUBMIT PHEL TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** under the Request column. The unified absence calendar displays.
2. Click on the day(s) you wish to take time off or click and drag to select multiple days. Click on a selected day to deselect it.

Note: You may also click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.

The screenshot displays the 'Absence Calendar' for Ali Alcatraz. The interface includes a header with the user's name and an 'Actions' button. Below the header, there are instructions to 'Click and drag on the calendar or select date range.' and two buttons: 'Select Date Range' (highlighted with a red box) and 'View Teams'. On the left side, there is a 'Balances' section showing the current balance as of 08/14/2018. The main area is a calendar grid for August 2018, with days of the week as columns and dates as rows. The calendar shows various leave types: 'Sick (Hours)' on August 15, 'Extended Jury Duty / Court Subpoena' on August 20, and 'Planned Leave' on August 28. A 'Request Absence' button is located at the bottom left of the calendar area.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 ✓ Sick (Hours)	16	17	18
19	20 ✓ Extended Jury Duty / Court Subpoena	21	22	23	24	25
26	27	28 ✓ Planned Leave	29	30	31	1

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3. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
4. Select the Type of absence requested. Your options will include Time Off, Leaves of Absence and Other Absence Types. From the Other Absence Types dropdown, choose the SFPHEL Hours option
5. Click **Next**.

Enter the number of **Hours** requested. Note: Click the **Edit Quantity per Day** option to change the Quantity of hours per Day, add Comments or, to Update all Quantities to the same amount. Enter the desired amount in the Update all Quantities field. For this type of time off, the minimum number of hours that can be requested is 1 hour per day. Click **Done** once you have entered the desired number of hours.

Request Absence
Ali Alcatraz Actions

Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.
If all the details are correct, click the *Submit* button to process your request.

Total 16 hours - Sick (Hours)

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
+	08/20/2018	08/21/2018	Sick (Hours)	8 hours	16 hours	Edit Quantity per Day

6. In the Details for SFPHEL Hours section, please select a reason for the time off from the drop-down menu. Click **Submit**. Your request will then be sent for Manager Approval. You can view the status of your request at any time by returning to the **My Absence** report.

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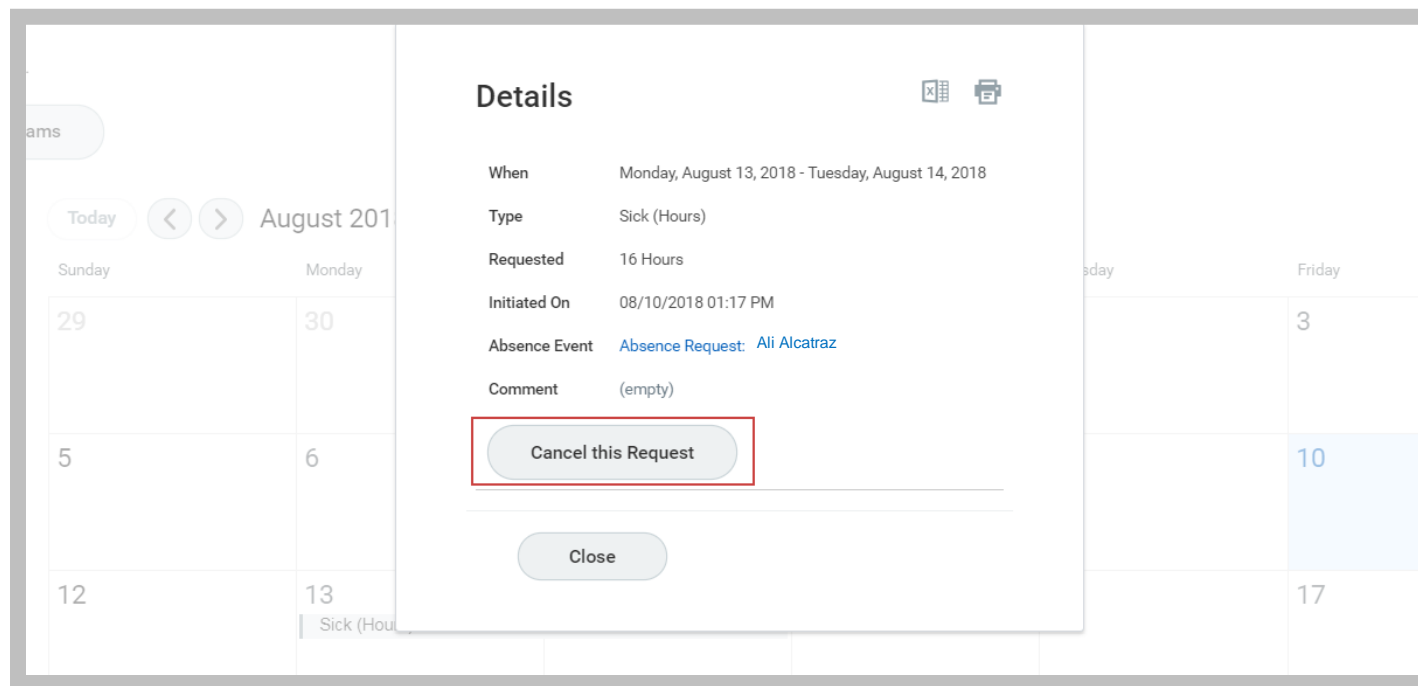
Employee

CANCEL A SUBMITTED TIME OFF REQUEST

Submitted time off requests that have not yet been approved can be cancelled. Once approved, you must correct the request to cancel it.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Click **Cancel this Request**.



4. Enter a comment. This step is required for a cancellation.
5. Click **Submit**, then **Done**. No approval is required for a cancellation.

MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** or **Correct My Absence**. Either takes you to the unified absence calendar.
2. Click the time off entry on the calendar.
3. Select the day(s) you want to correct or click the **Remove Row** icon to remove the days.
4. Enter the **Type**.
5. Enter an adjustment to requested hours in the **Quantity per Day** field.

Correct Absence Ali Alcatraz [Actions](#)

Total
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All 0 selected

Correct 3 items ⊞

<input type="checkbox"/>	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours
<input type="checkbox"/>	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours

Type

Quantity per Day

Unit of Time (empty)

Comment

6. Click **Submit**.